

City of Norman
CDBG Policy Committee
January 4, 2017

The CDBG Policy Committee of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on January 4, 2017 at 6:00 p.m. Notice and Agenda of the meeting were posted at 201 W Gray Building A, the Norman Municipal Complex and at www.normanok.gov twenty-four hours prior to the beginning of the meeting.

This meeting was an orientation meeting presented by staff.

MEMBERS PRESENT: David John
 Heidi Smith
 Helen Grant
 Janice Oak
 Jayne Crumpley
 Jeff Hughes
 Kamala Jolly Stewart
 Karen Canavan
 Kathleen Wilson
 Kathryn Morris Scott
 Kendel Posey
 Kyle Lankford
 Larry Bierman
 Lloyd Bumm
 Linn Blohm
 Michelle Jackson
 Travis Humphrey

MEMBERS ABSENT: Alan Hendrichs
 Brynn Simons
 Cherry Bishop
 Ed Madden
 Tammy Carter

GUESTS: Cody Franklin

STAFF MEMBERS PRESENT: Lisa Krieg, CDBG /Grants Manager
 Jolana McCart, Admin Tech IV

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**ITEM NO. 1 BEING: Roll Call.**

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ITEM NO. 2 BEING: Approval of the August 10, November 9, and December 14, 2016 Minutes.

J Crumpley moved to approve the minutes; H Smith seconded. All Approve.

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**ITEM NO. 3 BEING: 2016-2017 Program Year Timeline (see attached).**

Staff handed out the updated program timeline. L Krieg also explained the responsibilities of the Policy Committee members.

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ITEM NO. 4 BEING: Review of 2016-2017 CDBG and HOME Budgets/Activities and Projecting 2017-2018 Budget.

Discussion was held on the current budget and what changes, if any, the Committee would like to see to the 2017-2018 budget.

Questions:

Does the Homeless Services Coordination funding go directly to the homeless? *This funding is a staff cost for coordination with other agencies who provide homeless services. (It was pointed out that there are huge savings to the City by having the homeless housed, instead of the homeless being in shelters, attending the ER, etc.) The Housing First Case Management funding is important to provide case management to the clients to help make the housing transition successful. The Housing First Case Management follows a RFP process and the funds are awarded to a non-profit agency. The billing is based on an agreed upon hourly rate with each agency.*

Will all of the \$75,000 be used? *It was explained that the \$44,907 is staff cost and the \$30,000 has been awarded to 2 agencies for case management. It is two different funding areas and yes, it all will be utilized.*

Has all of the owner occupied and emergency repair grant funds for 2016 been spent? Are these programs advertised? Why is there a waiting list? *Some funds will be carried over since funds were carried over from the previous year. The programs are advertised over Channel 20, in the City's water bills and by word of mouth. There is not a waiting list for the ER program; the waiting list for the owner occupied program is due to staff limitations and project funding. The rehab specialist position is totally funded out of CDBG funds and is not City funded.*

Does this program work in the CDBG neighborhoods only? *No. The project funds are used within the City limits and are based on individual income. The value of the home is not a consideration in the verification process. Neighborhood improvements are not currently included in the budget and funds would need to be reprogrammed to do so, eliminating other budgeted projects.*

ITEM NO. 5 BEING: Discussion of reprogramming \$225,394 of CDBG funds from prior years.

Projects for staff to gather information and present at the next meeting:

- Street light replacements
- Sidewalk shaving
- Cate Park exercising stations
- Alley resurfacing
- Accessible park equipment
- Acres: Findley/Stewart reconstruction

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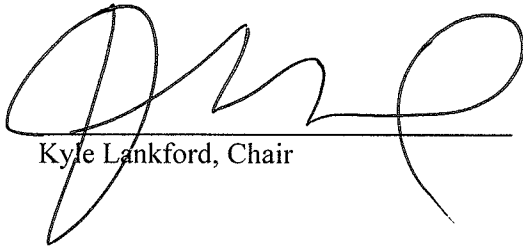
**ITEM NO. 6 BEING: Miscellaneous comments.**

The next meeting is the first Wednesday of February.

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ITEM NO. 7 BEING: Adjournment.

The meeting was adjourned at 7:30p.m.

A handwritten signature in black ink, appearing to read 'K. Lankford', is written over a horizontal line. The signature is stylized with large loops and a long horizontal stroke extending to the right.

Kyle Lankford, Chair

2016 COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET

CDBG 16 Budget **\$756,303**

\$144,199 Admin, Planning & MFHC (\$10,000) (20% of allocation=\$151,260)

\$109,907 Public Services 15% Cap (\$113,445)

\$35,000 CART Bus Pass Program

\$44,907 Public Services - Homeless Services Coordination

\$30,000 Housing First Case Management

\$502,197 Housing Rehabilitation

\$175,539 Housing Rehabilitation-Rehabilitation Delivery Costs

\$183,150 Owner Occupied Rehab Grant Program

\$110,000 Emergency Repair Grant Program

\$33,508 Accessibility Modifications Program

2016 HOME INVESTMENT PARTNERSHIPS BUDGET

HOME 16 Budget **\$316,375**

\$31,637 Administration (\$10,000 MFHC)

\$47,457 Community Housing Development Corporation

\$15,000 CHDO Operating Expense

\$222,281 Affordable Housing Development

	2014 Allocations	2015 Allocations	2016 Allocations
CDBG	\$ 721,987	\$ 744,314	\$ 756,303
HOME	\$ 318,067	\$ 296,211	\$ 316,375
	<u>\$ 1,040,054</u>	<u>\$ 1,040,525</u>	<u>\$ 1,072,678</u>

Every CDBG activity must meet one of the three National Objectives;

- Benefit to low and moderate income persons (80%)
 - Area Benefit – 51% households fall below low and moderate income
 - Limited Clientele – Must be low or moderate income or Elderly/ Disabled/Homeless
 - Housing – Must be occupied by low/moderate income
 - Jobs – 51% of the jobs must be held by low/moderate income – 1 per every \$35,000
- Prevention or elimination of slum and blight
 - Area Benefits – slum, blighted, or deteriorated area
 - Spot Blight – spot removal basis
- Meeting an urgent need
 - Response to a natural disaster, defined as a serious and immediate threat to the community with no other funding available.

ACTIVITIES:

- Acquisition
- Economic Development
- Admin/Planning – 20% cap
- Housing
- Public Improvement
- Public Services – 15% cap
- Repayment of Section 108 loans

➤ **Acquisition**

Acquisition of real property
Disposition
Clearance and demo
Brownfield clean-up
Relocation

➤ **Admin/Planning - 20%**

General program administration
HOME administration expenses
Planning
Fair housing activities

➤ **Economic Development**

Commercial/industrial rehab
Land acquisition/disposition
Commercial/industrial acquisition & construction
Financial assistance to for-profit businesses
Technical assistance
Micro-enterprise assistance

➤ **Housing**

Residential rehab
Homeownership assistance
Public housing improvements
Energy efficiency improvements
Lead based paint remediation
Code enforcement
Historic preservation
Operation and repair of foreclosed property

Not eligible:

New construction, under most circumstances

➤ **Public Improvement**

Roads and sidewalks

Public facilities

Parks

Infrastructure improvements

Public safety

Not eligible:

*Construction or improvements of
general government buildings*

*Purchase of construction or fire
protection equipment, furniture or
personal property*

*Payment of operating and maintenance
expenses*

➤ **Repayment of Section 108 Loans**

Acquisition

Rehabilitation of publicly-owned
property

Clearance, demolition, removal and site
preparation

Economic development activities

Housing rehab

Relocation assistance

Public facilities improvements

➤ **Public Services – 15%**

Senior, special needs, and youth and
health services

Employment training

Crime awareness/prevention

Fair housing activities

Tenant and landlord counseling

Rental housing subsidies

Neighborhood cleanups

Not eligible:

Government expenses

Political activities

Non-emergency income payments